



**National Government Constituencies Development Fund**  
**Keiyo South Constituency**  
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Eldoret

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## TENDER DOCUMENT

### REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES

FOR THE YEAR 2024/2025- 2025/2026

**CATEGORY REF ; NG~CDFKS/15/2024-2026**

**CATEGORY DESCRIPTION;** Registration for Supply and delivery of general office stationary.

**CLOSING DATE.TUESDAY 22<sup>ND</sup> AUGUST 2024 AT 10.00 AM.**

Note: applications may be made for REGISTRATION of more than one Category of goods and services but one tender document can only be used to apply for one category of goods and services.

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## TENDER NOTICE

The Keiyo South National Government Constituencies Development Fund Committee invites applications in order to register suppliers, contractors and consultants in various specific categories of Goods, Works and Services Tender No. **EMC/NGCDF/KS/RS/2024-2026** ending as stated below.

Tender No.	Description	Eligibility
NG-CDFKS/10/2024-2026	Registration of contractors for building, construction and related works	Open
NG-CDFKS/15/2024-2026	Registration for Supply and delivery of general office stationary	YOUTH/Women/PWD
NG-CDFKS/16/2024-2026	Registration for Supply and delivery of office furniture and fittings	YOUTH/Women/PWD
NG-CDFKS/19/2024-2026	Registration for Provision and delivery of ordinary desks, lockers, tables and chairs for schools	YOUTH/Women/PWD
NG-CDFKS/13/2024-2026	Registration for drilling of borehole, installation of solar system and tank	Open

Complete documents should be submitted in a clear marked envelop to the following address or hand delivered and dropped in the tender box at NG-CDFC office Keiyo South on or before **22/08/2024** at **10.00am** and opened immediately thereafter in the presences of respondents or their representatives who choose to attend at the NG-CDF boardroom. In addition, those who had prequalified their firms previously should also reapply.

Late submission will be rejected.

**NB: Those who will not comply with the above requirement shall not be considered to bid for any tender until 6 months of publishing the final list have elapsed. (Reg. 44 of the public procurement and Asset Disposal Regulations 2020)**

Any enquiries may be channeled to the management on: email address: [cdfkeiyosouth@ngcdf.go.ke](mailto:cdfkeiyosouth@ngcdf.go.ke)

Applicants wishing to participate must attach the following documents

- Copy of KRA pin and VAT registration certificate.
- Copy of Tax Compliance Certificate
- Copy of certificate of business registration/incorporation
- Copy of VAT registration certificate
- Copy of CR 12 detailing the firms directors
- AGPO Certificate for YOUTH/Women/PWD
- Copy of registration with National Construction Authority (N.C.A)
- Copy of ID for sole proprietors
- Copy of trading license

**NB: NG-CDF Keiyo South reserves the right to reject or accept in whole or part and is not bound to give reasons for its decisions.**

**FUND ACCOUNT MANAGER**  
**KEIYO SOUTH NGCDF**  
**P.O BOX 8253-30100**  
**ELDORET**

## SECTION 2

### 2. SCOPE OF TENDER

Keiyo South NG-CDF (referred as the Procuring entity) intends to Registration for supply and provision of various categories of goods and services. All applications are to be submitted not later than 30/06/2022 at 10:00 AM.

#### **ELIGIBILITY**

Registration is open to eligible firms

The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender.

Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

All bidders found capable of performing the contract satisfactorily in accordance with the set Registration tender Criteria shall be prequalified.

#### **CLARIFICATION OF DOCUMENTS**

A prospective candidate making inquiries of the tender document may notify the Procuring entity in writing or by post or email at the entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents.

The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

#### **AMENDMENT OF DOCUMENTS**

At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

All prospective tenderers who have obtained the tender documents will be notified of the amendment by post or email and such amendment will be binding on them.

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a

tender not substantially responsive to the tender documents in every respect will be at the tenderer's risk and may result in the rejection of its tender.

### **LANGUAGE OF TENDER**

The Registration prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring Entity, shall be written in English

language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

### **SUBMISSION OF APPLICATION**

This document includes questionnaire forms and documents required from the Prospective bidders. In order to be considered for Registration prospective bidders must submit all the information herein requested.

The Registration document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the tenderer. Any such corrections must be initialled by the person(s) who signs the Registration document.

The Registration document should be prepared and submitted as specified in the invitation for Registration of Suppliers on or before 22/08/2024

Any tender received after the deadline shall be rejected as a late tender and shall not be considered.

### **ELIGIBLE CANDIDATES**

Due diligence will be undertaken during Registration process and any bidder found to be in breach and has provided false information will lead to automatic disqualification.

Keiyo South NG-CDF will examine the tenders to determine completeness, general orderliness and sufficiency in responsiveness.

Tenderers shall not contact Keiyo South NG-CDF on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence the Service in the evaluation shall result in the cancellation of their tender.

Registration will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses where applicable accordingly.

The applicants must have registered offices and Keiyo South NG-CDF reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said goods, works or services.

Tenderers who qualify according to the selection criteria will be invited to submit their quotations for annual rates for the supply of goods, works or services as and when required. Keiyo South NG-CDF reserves the right to accept or reject any or all tenders.

**QUALIFICATION CRITERIA.**

Registration shall be based on meeting the minimum requirements to pass in the criteria in the evaluation conditions template as set in section 3 of this document.

The procuring Entity reserves the right to waive minor deviations if they don't materially affect the capability of an applicant to perform the contract.

**SECTION 3**

**3. LETTER OF APPLICATION**

Notes on letter of application

The letter of application will be prepared by the applicant and will follow the form presented herein.

The letter of application will be prepared on the letterhead of the applicant company and will include full postal address, telephone numbers and Email address.

The letter of application will be signed by duly authorized representatives of the applicant.

Any clause which does not apply to the applicant in the letter of application herein shall be deleted by the applicant.

**3.1- LETTER OF APPLICATION**

To The Tender Committee

Keiyo South NG-CDF

P.O Box 8253-30100

Eldoret

Date.....

Dear Sir/Madam

I. Being duly authorized to represent and act on behalf of \_\_\_\_\_ (name of firm) (here in after referred to as 'the bidder), and having reviewed and fully understand all of the Registration information provided, the undersigned hereby

apply to be prequalified by yourselves as bidder for the following service(s) under

(category ref No.and description)

Category Ref. Number	Description

2. Attached to this letter are copies of original documents defining

(a) The applicant's legal status

(b) The principal place of business and

(c) The place of incorporation (for applicants who are corporations), or the place

of registration and the nationality of the owners (for applicants who are partnerships or individually-owned firms).

(d) Copy of deposit slip for the application non-refundable fees

3. Your Organization and its authorized representatives may contact the following references for further information

General and managerial enquiries	
Contacts person	
Organization	
Telephone	
Signature and official stamp	

Technical enquiries	
Contacts person	
Organization	
Telephone	
Signature and official stamp	

4. This application is made with full understanding that:

(a) Bids by prequalified applicants will be subject to verification of all information submitted for Registration at the time of bidding.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

Signed	Signed
Name	Name
For and on behalf of the applicant (name of applicant)	For and on behalf of the applicant (name of partner)

**PAST EXPERIENCE**

**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS**

1.        i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the client (organization) .....
- iv) Telephone No. of Client.....
- v) Value of Contract.....
- vi) Duration of Contract (date) .....

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts)

2.        Name of 2nd Client (organization) .....
- i) Name of Client (organization) .....
- ii) Address of Client (organization) .....
- vii) Name of Contact Person at the client (organization) .....
- viii) Telephone No. of Client.....
- ix) Value of Contract.....
- x) Duration of Contract (date) .....

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts)

3.        Name of 3rd Client (organization) .....
- i) Name of Client (organization) .....

- ii) Address of Client (organization) .....
- xi) Name of Contact Person at the client (organization) .....
- xii) Telephone No. of Client.....
- xiii) Value of Contract.....
- xiv) Duration of Contract (date) .....

(Attach documental evidence of existence of contract (LPOs/LSOs, Contracts))

4. EVALUATION CRITERIA  
 5. IMPORTANT PRE-REQUISITES

- 1) Certificate of Incorporation / Registration;
- 2) PIN/VAT Certificate;
- 3) Current Trade License / Business Permit;
- 4) Certificates from affiliated regulatory or accrediting bodies/associations (where applicable);
- 5) Current Tax Compliance Certificate;
- 6) Evidence of Physical Location of business premise;
- 7) CR12 detailing the company shareholders
- 8) Company profile; and
- 9) Must fill the Tender forms/documents in the format provided.

EVALUATION CRITERIA

NO.	CATEGORY	MARKS ALLOTTED
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1	<p>Statutory requirements</p> <ul style="list-style-type: none"> <li>a) A copy of certificate of incorporation/registration</li> <li>b) Valid Tax Compliance Certificate</li> <li>c) KRA PIN Certificate/VAT</li> <li>d) Current Trade License/Business permit</li> <li>e) Duly completed Confidential Business Questionnaire</li> <li>f) CR12</li> </ul>	Mandatory
2	<p>Past Experience/Major Clients(25marks)</p> <ul style="list-style-type: none"> <li>a) Experience of more than 3years</li> <li>b) 3 clients and above</li> <li>c) References and contact persons</li> </ul>	<p>10</p> <p>10</p> <p>5</p>
3	Financial strength (30marks)	30
4	Litigation history (20marks)	20
4	<p>Proof of registration with relevant regulatory bodies for categories that requires professional approvals (E.g. National Construction Authority for works, National Industrial Training Authority for training and related services, e.t.c (15Marks)</p> <p>NB: Youth, Women and People with Disability shall be required to attach their Registration certificate (Preference and Reservations)</p>	15
5	Submission /Application Form (5Marks)	5
6	Declaration Form (5marks)	5
	TOTAL MARKS	100

PASS MARK 70%

NOTE: Evaluation will be based on meeting the above minimum requirements to pass.

## 6. COMPLAINTS PROCESS

This call for REGISTRATION of vendors does not constitute a solicitation and Keiyo South NG-CDF reserves the right to change or cancel the requirement at any time during the REGISTRATION process. Keiyo South NG-CDF also reserves the right to require compliance with additional conditions. Invitations to apply for REGISTRATION of vendor or will be made in accordance with Keiyo South NGCDF rules and procedures.

Any grievances and or complaints arising from the evaluation process and final REGISTRATION can be addressed in writing to the Funds Account Manager..

**CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in part1 and ether part 2(a) 2(b) or2 (c)

Whichever applies to your type of business.

You are advised that it is a serious offence to give false information on this form.

**PART 1 GENERAL:**

Business Name

.....

Location of business premises.....

Plot No.....

Street/Road.....Postal Address .....Tel No. ....

Fax .....E mail .....

Nature of Business.....

Registration Certificate No.....

Maximum value of business which you can handle at any one-time in

Kshs (where applicable) .....

Name of your bankers ..... Branch .....

**PART 1b Name and address of key contact persons**

Name

.....

.....

Current position.....

Mobile number.....

Email address.....

Alternative contact person

Name .....

Current position.....

Mobile number.....

Email address.....

**PART 2 (A) – SOLE PROPRIETORS**

Your name in full .....Age.....

Nationality.....Country of origin.....

Citizenship details.....

Youth/Women/Persons with Disability (indicate)..... Citizen Contractors (Indicate).....

**Part 2 (b) Partnership**

Given details of partners as follows:

Name	Nationality	%shareholding
1. ....		
2. ....		
3.....		
4.....		

Youth/Women/Persons with Disability (indicate).....

Citizen Contractors (Indicate).....

**PART 2 (C) – REGISTERED COMPANY**

Private or Public .....

State the nominal and issued capital of company

Nominal Kshs.....

Issued Kshs.....

Give details of all directors as follows;

Name,	Nationality,	Citizenship Details	and Shares
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- 1.....
- 2.....
- 3.....
- 4.....
- 5.....

Youth/Women/Persons with Disability

(indicate)..... Citizen Contractors

(Indicate).....

Part 2(d)–Interest in the firm

Is there any person(s) in NG-CDF entity who has interest in the firm?

Yes/No (Tick where applicable).

If yes give details

.....

.....

.....

Date.....

signature of tenderer.....

\* If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

**DECLARATION**

Having studied the Registration information for the above tender category We/I hereby state:

1. That the information furnished in our/my application is accurate to the best of our/my knowledge.
2. That in case of being Registration we /I acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
3. That the Registration bidders will be invited randomly to participate in the tender/quotations as and when there is a requirement.
4. We/I enclose all the required documents and information required for the Registration evaluation. e. Our tender is binding to us and if found acceptable we shall be pleased to be included in the list of Registered firms.
5. We understand you are not bound to accept either in part or whole any tender you receive.

Date.....

Applicant's Name.....

Represented by.....

Signature.....

(Full name and designation of the person signing and stamp or seal).